

**ANNEX G**

**LAW ENFORCEMENT**

**CITY OF HOUSTON**

# **APPROVAL AND IMPLEMENTATION**

## **Annex G**

### **Law Enforcement**

**ANNEX REDACTED – DATA REMOVED**

# RECORD OF CHANGES

## Annex G

### Law Enforcement

Change #	Date of Change	Entered By	Date Entered

## ANNEX G

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**LAW ENFORCEMENT**  
**HOUSTON POLICE DEPARTMENT**

**I. AUTHORITY**

See City of Houston Basic Plan

**II. PURPOSE**

The purpose of this annex is to identify the needs and establish the procedures of the Houston Police Department (HPD) in the mitigation, preparation, response to and recovery from extreme hazards and emergencies. This participation will concern, primarily, the protection of life and property, enforcement of criminal laws and coordination or assistance in the movement of people and resources in and around the affected area.

**III. EXPLANATION OF TERMS**

Acronyms

CC	HPD Command Center
HPD-EMP	Houston Police Department-Emergency Mobilization Plan
GO	General Order(s)

Refer to Basic Plan for other acronyms used in this document.

**IV. SITUATION AND ASSUMPTIONS**

**A. Situation**

The City of Houston, being exposed to natural, technological and war related hazards, is constantly vulnerable to immediate disorder and breakdown of routine operations. Such events might produce loss of life, property, normal lines of communications and normal means of transportation/movement.

In such occurrences, the HPD will remain the primary agency for the protection of life and property and will be responsible for maintaining order throughout the city. This would include the establishment of alternative means of service delivery and possible relocation of operations, dependent upon the situation. Coordination of efforts with other agencies/departments will also be an important factor in emergency response.

**B. Assumptions**

1. The response of the HPD to an emergency situation will most likely involve the expansion and reorganization of routine services.
2. This expansion may necessitate departmental mobilization in either partial or full-force.
3. In the response to extreme hazards or situations, outside assistance may be necessary to maintain order and afford adequate protection to the citizens of Houston.

## **V. CONCEPTS OF OPERATIONS**

### **A. General**

The HPD has a number of responsibilities that are performed on a routine basis. During extreme emergencies, the scope and priorities of police service may shift, drawing upon less vital components in an effort to supplement the primary mission of protection of life and property.

While the department will be able to respond to most situations and events independently, the need for outside assistance may arise. Provisions exist in the Basic Plan for seeking outside assistance in response to a major disaster.

Additionally, the HPD may acquire cooperation from other agencies through utilization of Interlocal Agreements and Memoranda of Understanding.

### **B. Phases of Management**

#### **1. Mitigation**

The HPD maintains and reviews plans and strategies for emergency preparation and response. These documents, either developed for this purpose or containing information related to it, include the following:

- a. Annex E (Evacuation) and Annex G (Law Enforcement) of the City's Emergency Management Plan
- b. HPD Emergency Mobilization Plan (HPD-EMP)
- c. HPD Standard Operating Procedure Manual
- d. HPD Rules Manual and General Orders (GO)
- e. Interlocal Agreements and Memoranda of Understanding

All documents and procedures are subject to continual review and revision and will be maintained by the HPD.

#### **2. Preparation**

Communication and emergency notification procedures are described in department standard operating procedures and the HPD-EMP. Upon receiving information about an emergency situation, the department's Command Center (CC) will assure that appropriate members of the HPD are notified. In addition to police officials, the CC will ensure any other applicable city departments (e.g., Office of Emergency Management (OEM), Houston Fire Department and Public Works & Engineering, etc.) are notified about a large police emergency when their particular services are needed. Refer to Annex A, Warning, for additional information.

#### **3. Response**

Emergency operations of the HPD will include the following responsibilities:

- a. Law Enforcement

The mission of the HPD in any emergency is the timely

deployment of sufficient personnel and resources to protect life and property and to preserve order.

For serious emergencies, the department may need to shift into a selective enforcement mode. Those laws that directly protect human life and property will receive highest priority.

Primary responsibilities of the HPD in such situations will include:

- 1) Protection of life
- 2) Protection of property
- 3) Maintenance of public order
- 4) Arrest and processing of violators
- 5) Physical security of police and other key facilities as determined by the Chief of Police or operational commander.

b. Emergency Notification

When appropriate, police officers will assist in notifying the public of an emergency through vehicle public address systems or other available means. Officers will assist in movement of persons to shelters or safety.

c. Traffic Control

It is the responsibility of the police department to insure that the movement of traffic is as orderly as possible, given the nature and scope of the emergency. This may include:

- 1) Rerouting traffic around affected area(s) where access is limited or prohibited,
- 2) Traffic direction at main thoroughfares that have lost use of traffic control devices, until alternative means of control can be installed,
- 3) The closing of certain roadways to facilitate orderly evacuation, when necessary, and
- 4) Removal of disabled or abandoned vehicles which impede the movement of traffic and/or emergency vehicles.

d. Crowd Control

The HPD will furnish officers for crowd control at emergency scenes.

Dependent upon the size and demeanor of the crowd, specialized personnel and equipment will respond to the scene and will be used for crowd management duties as necessary, in accordance with procedures enumerated in the HPD-EMP.

e. Isolation of Damaged Area

Once an area has been designated as unsafe, evacuated (or abandoned), or damaged to the extent that it is vulnerable to looters, the department will cordon off the area and restrict access.

It may be necessary to restrict access to an area of the City for extended period after all tactical operations have ended. There may be citizens with a legitimate right or need to enter the restricted area while members of the general public will be kept out. The police must accommodate these citizens, yet maintain security.

- 1) The operational commander will establish a limited number of entry and exit checkpoints.
- 2) All perimeter personnel will be instructed to direct persons requesting entry into the restricted area to report to the checkpoint.
- 3) A supervisor will be posted at all checkpoints.
- 4) Each request for entry into the restricted area will be evaluated on a case-by-case basis by the supervisor at the checkpoint.
- 5) The operational commander may establish specific guidelines for checkpoint supervisors to follow. Generally, the following guidelines will apply:
  - a) Photo identification will be checked whenever possible and will be required of all non-residents.
  - b) A telephone will be available at the checkpoint for verifying information.
  - c) A log will be kept of those entering and leaving the restricted area, including:
    - Identification information;
    - Vehicle description;
    - Stated reason for entry.

f. Damage Reporting

If weather conditions permit, police helicopters will be used to survey affected areas.

Patrol units will provide initial and updated reports from the scene to the CC. The CC will apprise the operational commander of current conditions and the police department's Emergency Management Liaison Officer in the Emergency Operations Center (EOC).

g. Explosive Ordinance Reconnaissance

Police officers will contact the person in charge of the premises if a



bomb threat has been received to determine if personnel in the structure have conducted a search. If not, the officers will coordinate the search but will not enter the suspect area unless a suspicious object is found as covered in appropriate HPD GO. The person in charge of the building will decide if the premises are to be evacuated.

If an explosive device has been located or an explosion has occurred, all personnel will withdraw to a safe distance and hold the scene until the HPD Bomb Squad arrives. Upon arrival, the Bomb Squad personnel will control the scene, including identifying, isolating and removing any device. Bomb Squad personnel will determine when the scene is safe.

h. Weather Reports

If requested, patrol officers will relay weather condition reports to the police dispatcher, who will relay the information to the CC. The CC will insure that the EOC is advised of notable conditions.

i. Disaster Area Evacuation

Police officers will notify citizens that it is advisable to evacuate the area for their own safety. Officers will ensure the safety of those citizens willing to voluntarily evacuate. For more details on this subject, see Annex E (Evacuation) of this plan.

The department will assist the evacuation operation by using a variety of specialized equipment within the department. If time permits, requests for additional equipment will be routed through the EOC. If an immediate request is necessary, the CC will contact the appropriate city department or outside agency directly.

Dependent upon the scope and size of the evacuation, police units may be stationed along freeways and major thoroughfares to expedite traffic flow.

The police department will provide site security and ensure the physical safety of the evacuees at the shelters. Depending on the location and size of the facility and the number of persons in the shelter, HPD responsibilities can range from an occasional check of the facility to the permanent posting of one or more officers at the site.

j. Terrorism Incident Response

Refer to Annex V, Terrorism Incident Response, for additional information.

4. Recovery

Demobilization of personnel will be directed by the Chief of Police or the operational commander, as described in the HPD-EMP.

All captains of divisions involved in an emergency mobilization are responsible for providing an accurate and complete record of their divisions' activities during the emergency. Specific requirements for post-event documentation are also listed in the HPD-EMP.

## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

The Chief of Police, or the operational commander, will be in charge of the HPD during any emergency.

The operational commander is the HPD coordinator of emergency operations. The determination of the operational commander for a particular emergency is described in HPD-EMP.

The CC will remain the center of police operations, unless a field command post is used. If necessary, the police department liaison to the EOC will be an on-duty member of the CC. The rank of the officer will be determined by the magnitude of the emergency in progress and the available staffing at the time.

The person serving as police liaison will physically report directly to the EOC and represent the HPD. During an emergency, the police liaison will maintain communications with the CC, who will advise the department's operational commander on any developments and requests for action directed to the police department. Liaison will be maintained between the operational commander and the EOC through the HPD CC.

### **B. Assignment of Responsibilities**

Overall command of all police operations will be the responsibility of the Chief of Police or the operational commander. The operational commander will be responsible for the tactical decisions needed to resolve the emergency.

The operational commander's command post will normally operate from the HPD CC. Field command post(s) will be established if necessary.

More details on specific duties and responsibilities are described in the HPD-EMP.

## **VII. DIRECTION AND CONTROL**

### **A. General**

Direction and control of the HPD are mandated by extensive policy and procedural guidelines including Standard Operating Procedures, Circulars, Special Orders, GO and the HPD-EMP. Comprehensive emergency response procedures and chain-of-command responsibility assignments are contained within those policies and guidelines.

Should the situation dictate, the Chief of Police or the operational commander will determine the level and extent of departmental mobilization to be initiated.

### **B. Continuity of Government**

Refer to the Basic Plan for the line of succession to the Chief of Police.

## VIII. READINESS LEVELS

- A. The following are general stages of increased readiness for action that classify police department activities according to the probability that an emergency is about to occur.

1. Normal Operations:

Annual review and revision as necessary of the following documents:

- a. HPD-EMP.
- b. Annex E (Evacuation) and Annex G (Law Enforcement) and related appendices of the City's Emergency Management Plan.
- c. Pertinent police department standard operating procedures manuals, rules manual and GO manual.
- d. Interlocal agreements and memorandums of understanding.

In addition to the review and necessary revisions, the department may conduct various tests, rehearsals, and training on emergency preparedness.

2. Alert Status:

An alert status is a heightened awareness throughout the department where each division's emergency action plan may be called into effect. Commanders will check:

- a. Personnel - Verify the division's call-up roster and notify all shift commanders. Alert key personnel of the increased probability of an emergency, including the possibility of off-duty call-up. Plainclothes division personnel will report to work with a complete uniform.
- b. Equipment - Confirm that equipment necessary for emergency operations is working properly and provide an equipment summary list to all shift commanders and the CC.

CC personnel may assign an Emergency Management Liaison Officer to the EOC. During emergency activation, the CC staff will continually evaluate the emergency situation as it progresses and will make adjustments in the department's representation at the EOC if it becomes necessary.

3. Mobilization

Implement partial or full mobilization as authorized by the Chief of Police or the operational commander.

- a. Partial Mobilization - Any mobilization of departmental personnel and resources, but less than full mobilization. Such limited mobilizations are used to address localized emergencies. In these instances, only certain divisions will be mobilized. Which divisions are mobilized will depend on the location, nature and extent of the emergency. The operational commander has the

authority to order the partial mobilization.

- b. Full Mobilization - Involves the entire department and requires major adjustments in daily operations. Again, specific procedures are listed in the HPD-EMP.

B. Refer to the Basic Plan for additional information.

## **IX. ADMINISTRATION AND SUPPORT**

A. Record Keeping and Reports

Refer to HPD-EMP and the Basic Plan.

B. Post-Incident Review

All divisions involved in an emergency mobilization require post-event documentation. The specific requirement of each division commander is in the HPD-EMP.

C. Communications

General emergency communications capabilities and connectivity are discussed and depicted in Annex B, Communications. The communications connectivity of law enforcement agencies is depicted in Appendix 1 of this annex.

D. Resources

1. Automobiles/motorcycles with sirens and public address systems
2. Portable generators
3. Mobile Crime Scene Unit
4. Personnel
  - a. Sworn
  - b. Non-Sworn
5. Mobile and hand-held radio equipment
6. 24-hour Communications Center
7. Video taping capability
8. Lake Patrol Squad
9. Bomb Squad and related equipment
10. Mobile Command vehicles
11. S.W.A.T. Team

E. Key Facilities

Coordinating the security of key facilities or other elements of critical infrastructure located within Houston will be the responsibility of the patrol captain of the area containing the facility or infrastructure. HPD security actions can range from fixed post assignments at the facility, to roving patrols, to simply ensuring that the facility has adequate security staffing and procedures in place. Key facilities include, but may not be limited to:

1. Emergency power stations

2. Evacuated areas
3. Evacuation/reception/shelters
4. Disaster areas
5. Staging areas
6. Government facilities
7. Medical facilities
8. Water production facilities
9. Other areas or facilities as needed

**X. ANNEX DEVELOPMENT& MAINTENANCE**

- A. The Police Chief is responsible for developing and maintaining this annex. Refer to section 1.4.2 of the City's Basic Plan for additional information.
- B. This annex will be revised annually and updated in accordance with section 1.4.4 of the City's Basic Plan.

**XI. REFERENCES**

City's Basic Plan  
Annex A, Warning  
Annex B, Communications  
Annex E, Evacuation  
Annex N, Direction and Control  
Annex V, Terrorism Incident Response

**APPENDICES**

Appendix 1..... Law Enforcement Communications

Appendix2..... Houston Police Department  
Emergency Mobilization Plan

Appendix 3..... Houston Police Department  
General Orders

Appendix 4..... Houston Police Department  
Standard Operating Procedures

**APPENDIX 1 TO ANNEX G**  
**LAW ENFORCEMENT COMMUNICATIONS**

HPD emergency communications are described in applicable GO.

**APPENDIX 2 TO ANNEX G**  
**HOUSTON POLICE DEPARTMENT EMERGENCY MOBILIZATION PLAN**

Located in each command and division within the HPD.



## **APPENDIX 3 TO ANNEX G**

### **HOUSTON POLICE DEPARTMENT GENERAL ORDERS**

A copy of department's GO is issued to each officer and revised as necessary.

## **APPENDIX 4 TO ANNEX G**

### **HOUSTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURES**

Copies of the department's standard operating procedures are maintained by each division and command within the department and revised as necessary.